



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving Public Works and Government**  
**Services Canada/Réception des soumissions**  
**Travaux publics et Services gouvernementaux**  
**Canada**  
**Room 100,**  
**167 Lombard Ave.**  
**Winnipeg**  
**Manitoba**  
**R3B 0T6**  
**Bid Fax: (204) 983-0338**

## REQUEST FOR PROPOSAL DEMANDE DE PROPOSITION

**Proposal To: Public Works and Government**  
**Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services**  
**Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Public Works and Government Services Canada - Western  
Region  
Room 100  
167 Lombard Ave.  
Winnipeg  
Manitoba  
R3B 0T6

<b>Title - Sujet</b> AutoSection Automated Microtome	
<b>Solicitation No. - N° de l'invitation</b> 39903-160394/A	<b>Date</b> 2015-11-06
<b>Client Reference No. - N° de référence du client</b> 39903-160394	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$WPG-102-9655	
<b>File No. - N° de dossier</b> WPG-5-38105 (102)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-12-21</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Central Standard Time CST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Wiebe, Dallas	<b>Buyer Id - Id de l'acheteur</b> wpg102
<b>Telephone No. - N° de téléphone</b> (204) 899-5257 ( )	<b>FAX No. - N° de FAX</b> (204) 983-7796
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> CANADIAN FOOD INSPECTION AGENCY 2ND FL. 1431 MERIVALE RD OTTAWA Ontario K1A0Y9 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Requirement**

The requirement is detailed under Article 2 of the resulting contract clauses.

### **1.2 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **1.3 Trade Agreements**

The requirement is subject to the provisions of the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **2.2 Submission of Bids**

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

### **2.3 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

### **2.4 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

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## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (1 hard copy)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Bid**

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

##### **3.1.1 Exchange Rate Fluctuation**

C3011T (2013-11-06), Exchange Rate Fluctuation

#### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

See Annex A - Requirement

#### **4.1.2 Financial Evaluation**

*SACC Manual* Clause A0220T (2014-06-26), Evaluation of Price

### **4.2 Basis of Selection**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

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## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### **5.1 Certifications Required with the Bid**

Bidders must submit the following duly completed certifications as part of their bid.

#### **5.1.1 Declaration of Convicted Offences**

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed Declaration Form (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

#### **5.1.2 Additional Certifications Required with the Bid**

### **5.2 Certifications Precedent to Contract Award and Additional Information**

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

#### **5.2.1 Integrity Provisions – List of Names**

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

#### **5.2.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from Employment and Social Development Canada (ESDC) - Labour's website.

Solicitation No. - N° de l'invitation

39903-160394/A

Client Ref. No. - N° de réf. du client

399-03-160394

Amd. No. - N° de la modif.

File No. - N° du dossier  
7342-3-39903-160394

Buyer ID - Id de l'acheteur

wpg102

CCC No./N° CCC - FMS No./N° VME

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Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid " list at the time of contract award.

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## PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 6.1 Security Requirements

6.1.1 There is no security requirement applicable to this Contract.

### 6.2 Requirement

The Contractor must provide the items detailed under the "Requirement" at Annex "A".

### 6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### 6.3.1 General Conditions

2010A (2015-09-03), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

### 6.4 Term of Contract

#### 6.4.1 Delivery Date

All the deliverables must be received on or before March 25, 2016. Delivery is requested by January 22, 2016.

The delivery offered is \_\_\_\_\_

### 6.5 Authorities

#### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Dallas Wiebe  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Address: 100-167 Lombard Ave, Winnipeg, MB, R3B 0T6

Telephone: 204-899-5257  
Facsimile: 204-983-7796  
E-mail address: dallas.wiebe@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform

work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 6.5.2 Project Authority

The Project Authority for the Contract is:

Name:

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone : \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### 6.5.3 Contractor's Representative

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## 6.6 Payment

### 6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price as specified in Annex B for a cost of \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### 6.6.2 Single Payment

H1000C (2008-05-12) Single Payment

### 6.6.3 SACC Manual Clauses

## C2000C (2007-11-30) Taxes – Foreign Based Contractor

**6.7 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.
2. Invoices must be distributed as follows:
  - a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
  - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
  - c. one (1) copy must be forwarded to the consignee.

**6.8 Certifications****6.8.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

**6.9 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Manitoba.

**6.10 Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions - Goods (Medium Complexity) 2010A (2015-09-03)
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment
- (e) the Contractor's bid dated \_\_\_\_\_

**6.11 SACC Manual Clauses**

B1501 (2006-06-16) Electrical Equipment  
B7500 (2006-06-16) Excess Goods  
G1005C (2008-05-12) Insurance

## **ANNEX "A"**

### **REQUIREMENT**

## **Automated Microtome**

### **Introduction:**

The CFIA's Winnipeg Laboratory (National Centre for Animal Disease, or NCFAD) is the sole Canadian Federal laboratory mandated with the diagnostic detection and research of non-indigenous animal diseases by the Canadian Federal Government. As such, the availability of infected animal tissue used by the NCFAD's Pathology laboratory for the detection of lesions and viral antigen is extremely limited. It is mission critical that the microtome used for sectioning these tissues have a fully automated alignment technology designed to minimize the loss of tissue.

### **1. Mandatory Physical Specifications:**

- 1a) Maximum footprint: 27" D x 22"W x 21"H
- 1b) Electrical: 110/120VAC, 50/60Hz

### **2. Mandatory Performance Specifications:**

- 2a) Section thickness: 0.5 – 50um
- 2b) Trim thickness 1 – 200um
- 2c) Knife holder for low profile disposable blades for paraffin embedded material
- 2d) Universal cassette clamp for cassette embedded samples in paraffin
- 2e) Fully automated, with manual operation (hand wheel) option.
- 2f) Bluetooth wireless remote control panel
- 2g) Pedal stop button
- 2h) Fully automated, block auto-alignment capability via a sensing plate
- 2i) Capacity for defined preprogrammed and user programmed trimming / sectioning protocols
- 2j) LCD touch screen control
- 2k) Cool clamp

### **3. Other Mandatory Criteria**

- 3a) Vendor to provide on-site training for up to three NCFAD staff within the Pathology BSL 3 laboratory.
- 3b) Preventative maintenance visit one year following installation, including parts labour and travel.
- 3c) 12 month warranty on parts and labour
- 3d) Operational and service manual, one hard copy, and one digital.

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## Appendix "A"

### Compliance Matrix

**Mandatory Specifications:** The bidder must comply with all mandatory requirements identified herein, and must indicate how they meet the specifications addressed below, and must submit with their bid all technical, brochure(s), photos.etc.

Bidders **must provide documentation** to demonstrate compliance to each mandatory criterion listed herein. Technical documentation such as specification sheets, technical brochures and photographs or illustrations must provide adequate detail to substantiate that the instrument offered meets the technical requirements. It is the Bidders responsibility to ensure that the submitted documentation provides adequate detail to prove that the proposed product meets the requirements of the technical specifications. If specific published technical documentation is not available, the bidder should prepare a written narrative complete with a detailed explanation of how its bid demonstrates technical compliance.

Failure to do so will result in your proposal being deemed non-responsive, and be given any further consideration. (Statements that include the words "shall" or "must" are mandatory requirements unless expressly said not to be.)

Where you have indicated compliant, provide the specification being offered which meets or exceeds and cross-reference as to where the supporting documentation is found within your proposal. If there is insufficient space in the table, assign SIR # (Supplementary Information Reference) and provide the appropriate details on a separate page in your proposal. Where published supporting documentation is not available in the form of brochures, technical data sheets etc., mark in the table "certification by signature"

Unless specified otherwise in the bid solicitation, Canada will evaluate only the documentation provided with a bidder's bid. Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.

## Mandatory Specifications

Specification Description	Specification	Status	Specification Offered Bidder is to indicate how they meet the specification by recording this information in this column.	Cross Reference In this column, Bidders are to cross-reference where this technical specification is indicated in their brochure, technical data sheet.	Specification Met Yes / No
Automated Microtome			Model #: _____		
Physical Specifications					
1a	Maximum footprint: 27" D x 22"W x 21"H	M			
1b	Electrical: 110/120VAC, 50/60Hz	M			
Performance Specifications					
2a	Section thickness: 0.5 – 50um	M			
2b	Trim thickness 1 – 200um	M			
2c	Knife holder for low profile disposable blades for paraffin embedded material	M			
2d	Universal cassette clamp for cassette embedded samples in paraffin	M			
2e	Fully automated, with manual operation (hand wheel) option.	M			
2f	Bluetooth wireless remote control panel	M			
2g	Pedal stop button	M			
2h	Fully automated, block auto-alignment capability via a sensing plate	M			
2i	Capacity for defined preprogrammed and user programmed trimming / sectioning protocols	M			

2j	LCD touch screen control	M			
2k	Cool clamp	M			
Other Mandatory Criteria					
3a	Vendor to provide on-site training for up to three NCFAD staff within the Pathology BSL 3 laboratory.	M			
3b	Preventative maintenance visit one year following installation, including parts labour and travel.	M			
3c	12 month warranty on parts and labour	M			
3d	Operational and service manual, one hard copy, and one digital.	M			

**ANNEX "B"****BASIS OF PAYMENT**

PRICING must be firm lot pricing in Canadian (CDN) funds, all inclusive for the period of the Contract. Rates MUST include ALL costs (freight and offloading) associated with providing the Goods in accordance with the Requirement at Annex A. GST, if applicable, is to be shown as a separate item on any resulting invoice.

Item	Description	Qty	Unit of Issue	Extended Price (\$ CDN)
1	Auto Section Automated Microtome (As detailed herein)  Type:  Model #:  <b>Lot Price Includes:</b> All Freight, delivery, and offloading charges in accordance with Annex A - Requirement.	1	Lot	\$
2	On Site Training as detailed in Annex "A"	1	Lot	\$
3	Preventative Maintenance visit as detailed in Annex "A"	1	Lot	\$
<b>TOTAL</b>				<b>\$</b>